

## **Position Description – Costume Co-Ordinator**

### **Required**

- ◆ Working with Children Check or VIT Card

### **Desirable Attributes:**

- ◆ Have good communication skills both verbal and written
- ◆ Good organisational skills
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

### **Specific duties include but are not limited to:**

- ◆ Deal directly with the coach regarding costume/headgear ideas.
- ◆ Costume information emailed & posted on group facebook page
- ◆ Work closely with Section Co-Ordinator
- ◆ Work within your budget
- ◆ Delegate jobs to those within your section
- ◆ Organise working bees to get costumes completed
- ◆ Liaise with Purchasing Officer for fabric etc
- ◆ Maintain accurate records of spending
- ◆ Forward all expenses to Assistant Secretary for reimbursement
- ◆
- ◆

### **Tenure**

- ◆ Costume Co-Ordinator roles is for one year.
- ◆ An email will be forwarded to you in November seeking your interest in redoing the position again the following year. You will need to advise the Committee via email of your decision either way.
- ◆ The Committee will review your application.
- ◆ If the position is vacant an email will be forwarded to those in your section, asking for expressions of interest to forward to the Secretary.